



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed	
2. Agency Application No.				NOV 29 1972 373 DEC 4 1972	
3. AGENCY, Division, Subdivision & Administering Office Address Transportation Agency Budgeting No. 2 Capitol Square Atlanta Ga 30334				4. Person to Contact Martha Jacobs	
				5. Working Title Accountant II	
				6. Tel. No. 656-5237	
7. ACTION REQUESTED					
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1970 - to date		9. EXACT SERIES TITLE Object Ledger File			
10. What is the function of the office in which this record series is created To account for funds allotted and funds expended for various charging units on a monthly and year to date basis.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement Budget Control Ledger- Object of expenditures File- a multicolumnar chronologically arranged record, which shows monthly and year to date totals of funds allotted and funds expended along with monthly and year to date balances. All of which are recorded by charging unit and object.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				1/6	
Legal-size File Drawers				In Office(s)      In Storage Area(s)	
shelving			2	2      2	
				This Year's      Last Year's      Preceding Year's      All Prior Years'	
				5      1      0      0	
				AVERAGE DAILY REFERENCES	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept one years:

a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

The series is needed for control, ~~an~~ an ~~aly~~ ation, review and supervision for one year or until after the audit, which is latter.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area        month(s)/        year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold        year(s), then: Destroy.

3 ☐ Destroy after audit (or        year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area        year(s), then transfer to Archives permanently.

E. ☒ Other Hold in the current Files Area for one year or until after the audit, whichever is latter; then, destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Retention time should be ample for managerial control, review, and supervision of funds allotted and expended.

Attach Samples of the Series

Records Management Officer

Date

26. Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	John J. Kitchener Head, Agency	8-9-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	William M. Dixon Secretary of State/Designee	11-29-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carroll Hart Dept. of Law	11-28-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Robert H. Shell	12-1-72